Sunita Singh

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Phone-07548768702

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| **Objectives** |

To be part of a team of hi-caliber professionals in a progressive, transnational organization, thus sharpening my own professional skills, while at the same time, contributing my best to the overall development of the organization.

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| **Strengths:**  |

* Ability to work effectively in a team environment.
* Ability to manage priorities as well as to monitor work alone.
* Perseverance towards any goal I aim for.
* Willingness to learn new skills.
* MS-Office (Excel, Word, power point).
* Diploma in computer application.

**Education Qualification:**

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| QUALIFICATION | INSTITUTION | BOARD/ UNIVERSITY | YEAR OF PASSING |
| B.Com | Darrang College | Guwahati University | 2008 |
| 12TH | National Institute of Open schooling. | Delhi Board. | 2005 |
| 10th | Children Paradise School | Guwahati University | 2002 |

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| **Project Undertaken: college level** * Centre of environmental education certificate.
* Organization study at “Nokia Siemens PVT LTD”
* Community work at “REDS.”
* Dissertation project on topic- “Retirement plan of HDFC.”

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| **Personal details:** |

* Date of Birth – 12th June 1985
* Languages known - English, Hindi.
* Current location – Reading

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| **Declaration:** |

 I declare that all the above stated information is true and relevant documents of proof would be submitted on request. Sunita Singh |
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